

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

January 14, 2005

MEMORANDUM

TO: All Purchase of Services Applicants

FROM: Andrell Beppu Aoki, Fiscal Specialist
School Based Behavioral Health Services Section

SUBJECT: Addendum #3 to RFP EDN 150-2006-01 (Assessment Services)

For your information, please find attached the addendum for the above-referenced Request for Proposal (RFP) by the School Based Behavioral Health Services Section of the Department of Education.

The purpose of the addendum is to provide further clarification to questions raised after the posting of Addendum #2 on December 14, 2004 and to make necessary corrections to the applicable sections of the RFP. Addendum #3 seeks to clarify the staffing requirements for only Functional Behavioral Assessment and Behavioral Support Plans.

The proposal submittal deadline has been amended and proposals will now be due Friday, February 4, 2005 by 4:00 P.M., H.S.T.

If your agency has already submitted your proposal applications for RFP EDN 150-2006-01, we will be contacting you to make arrangements for their return.

Should you have any questions on administrative issues relating to this RFP, please do not hesitate to contact me at (808) 735-8264 or via email at Andrell_Beppu@notes.k12.hi.us.

If you have concerns of a substantive nature, please contact the RFP Contact Person, Ms. Paulie Schick, at (808) 735-6225 or via email at Paulie_Schick@notes.k12.hi.us.

ADDENDUM NO. 3
to
REQUEST FOR PROPOSALS
ASSESSMENT SERVICES
RFP NO. EDN 150-2006-01

Section 1 – Administrative Overview

Subsection	Page	Amendment
IV. Procurement Timetable	1-2	<p>Revise timetable as follows:</p> <p>Proposal submittal deadline 02/04/2005</p> <p>Proposal evaluation period 02/07/2005 – 03/18/2005</p> <p>Provider selection and award 03/25/2005</p> <p>Notice of statement of findings and decisions 03/31/2005</p> <p>Contract start date 07/01/2005</p>

Section 2 – Service Specifications

Subsection	Page	Amendment
III. Scope of Work, Subsection B, Functional Behavioral Assessment and Behavioral Support Plan, Staffing Requirements	2-10	<p>Delete current provisions and replace with the following:</p> <p>“Assessors must meet <u>one</u> of the following:</p> <p>Be a Hawaii licensed psychologist or psychiatrist AND have a minimum of one (1) year of supervised training in child and adolescent assessment;</p> <p>OR</p> <p>Have a Master’s degree, doctoral degree, or be a doctoral candidate in a graduate program in psychology or psychiatry from a regionally or nationally accredited program AND a minimum of one (1) year of documented training and supervised experience in the FBA and plan development within an educational setting AND work under the supervision of a licensed psychologist or psychiatrist meeting standards above. [NOTE: At a minimum, the supervisor must review all prior reports/data; review all current assessment data; and participate in the interpretation of data and the development of a diagnoses and recommendations. The</p>

		<p>supervisor is to sign the report acknowledging responsibility for the assessment;</p> <p>OR</p> <p>Be a Master's level classified, certified, or licensed behavior support and educational staff AND have a minimum of three (3) years of documented training and supervised experience in the FBA and plan development within an educational setting.</p> <p>Explanation: Clarification noted.</p>
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Section 3 – POS Proposal Application Instructions

NO CHANGES.

Section 4 – Proposal Evaluation

NO CHANGES.

Section 5 – Attachments

NO CHANGES.